

United States Bankruptcy Court Eastern District of Missouri



CM/ECF Administrative Procedures May 1, 2003



Introduction

These Administrative Procedures are designed to assist attorneys and others who file with the United States Bankruptcy Court, Eastern District of Missouri by setting forth basic procedures for filing documents under the Court's Case Management - Electronic Case Filing (CM/ECF) System. These procedures address processes for filing both electronically (by electronic transmission through ECF) and conventionally (by filing in paper or floppy diskette/CD format).

The Court anticipated adoption of these Procedures in drafting the Court's Local Rules of Bankruptcy Procedure (L.B.R.) dated March 31, 2003. However, the Local Rules do not address many of the technical requirements specified in these Procedures. It is therefore important for those filing with this Court – whether in conventional or electronic format – to review these materials as well as the Local Rules and become familiar with the contents. These Procedures are critical to ECF training, but are in no way a summary or substitute for the detailed, step-by-step instruction contained in the ECF Training Manual used in formal ECF training. Questions about ECF training should be directed to Beth Pfister, ECF Training Coordinator, (314) 244-4606, or you may view the Court's website at www.moeb.uscourts.gov.

The transition to a paperless Court and paperless legal practice is an on-going process. Many refinements are expected along the way. These Administrative Procedures provide a solid starting place and convey the Court's expectations for use of the CM/ECF System. Because these Procedures may be updated periodically, practitioners are encouraged to obtain copies of updated procedures as they are issued to ensure compliance with existing policies.

This document is not a comprehensive guide to all aspects of the CM/ECF System as it can not address every contingency which may arise during the course of filing documents. Any questions about the procedures or generally about filing under CM (conventional filing) or ECF (electronic filing) may be directed to the Court's ECF Help Desk at 1-866-803-9517.

**United States Bankruptcy Court
Eastern District of Missouri**

**Case Management/Electronic Case Filing
(CM/ECF)
Administrative Procedures**

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Case Management/Electronic Case Filing CM/ECF Administrative Procedures

I. DESIGNATION OF CASES, PASSWORDS AND REGISTRATION

A. Designation of Cases

The provisions of these Administrative Procedures and any amendments thereto apply to all documents filed on or after May 1, 2003. These Administrative Procedures govern access to and usage of the United States Bankruptcy Court for the Eastern District of Missouri's Case Management/Electronic Case Filing System. ("CM/ECF System" or the "System").

B. Passwords

A login and password are required to file and receive electronic notice through the System. Each registered participant shall be entitled to one System login and password. Any trustee appointed by the Office of the United States Trustee may obtain a separate password for use as a trustee.

C. Registration

1. **Registration Forms.** Each participant must submit a completed ECF Registration Form. Registration forms are attached as Exhibit A-1 and A-2 to the Appendix. Exhibit A-1 is for "Full Participant Registration and Access" and Exhibit A-2 is for "Limited Participant Registration and Access." All registration forms are to be returned to the United States Bankruptcy Court, Eastern District of Missouri, Thomas F. Eagleton Courthouse, 111 South Tenth Street, Fourth Floor, St. Louis, Missouri 63102; Attn: ECF Training Team.
2. **Obtaining Login and Password and Maintaining Account.** After successfully completing ECF training and/or qualifying exercises, the Court will issue the participant's assigned login and password. Upon receipt, the participant must modify the assigned password on the System using the "Utilities" feature and selecting "Maintain Your ECF Account." Participants are responsible for maintaining their accounts.
3. **Use and Protection of Password.** Any password issued for the System shall be used exclusively by the registered participant to whom the password has been assigned and by any employee(s) or persons authorized by the registered participant. No registered participant shall knowingly permit a password to be used by anyone who is not authorized to use the password and no person shall knowingly use another's password unless such person is so authorized.

4. **Password Security.** If a participant has any reason to suspect the password has been compromised, it is the participant's duty to change the password immediately through the "Maintain Your ECF Account" option under the "Utilities" function of the ECF System.
5. **Withdrawal from System.** Once registered, a participant must maintain a current and active e-mail address to receive e-mail notification from the System. A participant may withdraw from the System by providing the Clerk's Office with written notice of such withdrawal. Upon receipt of the written notice, the Clerk's Office will immediately cancel the participant's password and delete the participant from any applicable electronic service list. Terminating access to the System does not authorize the attorney to withdraw as the attorney of record for his/her client.

II. FILING OF DOCUMENTS

A. Manner of Filing

1. **Conventional Filing.** Conventional Filing is the filing of documents in paper format **OR** the filing of documents on floppy diskette or CD. The conventional filer must retain the original document as required in Part IV. C. "Retention." As specified in Part IV. B. 2. "Conventional Filing," all documents submitted in paper or floppy diskette/CD format must contain appropriate signatures.
 - a. **Paper Filing.** When filing in paper format, the filer should submit only a single copy of the document to be filed. The document tendered for filing may be a copy of the original document. Original signature(s) are no longer required on documents filed with the Court. Documents with original signatures must be retained by the filer as specified in Part IV. C. "Retention" below. The Clerk's Office will scan documents filed in paper format and will recycle/discard all hard copies (including originals) unless the filer provides a self-addressed, postage-paid, return envelope for return of the documents. To have documents filed quickly while waiting at the front counter, attorneys are encouraged to provide documents (complete with signatures) in portable document format (PDF) on a floppy diskette or CD along with the hard copy.
 - b. **Floppy Diskette/CD filing.** To file documents on floppy diskette or CD, the filer must provide the document on a virus-free, 3.5 inch floppy diskette or CD (IBM compatible) in PDF format with a transmittal letter that lists:

- (i) the case name and number;
- (ii) the name of attorney filing the disk;
- (iii) the title of the document(s) on the disk, (e.g. Motion for Relief from Stay); and
- (iv) the PDF file name for each document on the disk.

A permanent label must be affixed to the diskette or CD stating the case name and number. When filing in floppy diskette/CD format, the PDF document **MUST** contain a scanned image of all required signatures. (See Part IV. B. 2 “Conventional Filing” below). The Clerk’s Office will not return diskettes or CDs.

2. **Electronic Filing.** Electronic Filing is filing through the ECF System by registered participants. All registered participants **MUST** file electronically.

B. Creditor Matrix

Whether filed conventionally or electronically, the creditor matrix must be prepared and filed in accordance with the Court’s “Instructions for CM/ECF Matrix.” (Appendix A-3). Those instructions require all matrices to be prepared in single column format, left-justified, with one-inch margins using Courier 10 point font. Names and addresses must be single spaced with a double space separating one creditor from the next. The city, state and zip must all be on the last line. When filed electronically or on diskette or CD, original matrices **MUST** be in ASCII DOS text format (.txt) and named “creditor.txt”. Amended matrices are to be filed in PDF format with an appropriate cover memorandum. (See L.B.R. 1009-1).

C. Limitations on Size of Documents

Documents filed electronically or in PDF format should not exceed 1.5 megabyte (MB). If any document is larger than 1.5 MB, the filer should divide the document into parts and file each part separately. For example, the first part of the document would be associated (linked) to the event and subsequent parts would be attachments to the main document. Documents filed in paper format **MUST** be on 8 ½ inch by 11 inch paper, printed on only a single side and otherwise in compliance with L.B.R. 9004-1.

D. Copies for Trustee

Whether filing conventionally or electronically, the debtor shall provide a hard copy of the bankruptcy petition, schedules, and statement of affairs to the case trustee immediately upon filing such documents. A hard copy of any amendments to these documents filed before the § 341 meeting of creditors shall also be provided to the trustee. In a Chapter 13 case, the debtor shall also provide the trustee with a hard copy of any Chapter 13 plan filed prior to the § 341 meeting of creditors. The trustee’s copy of the petition, schedules, statement of affairs, and plan must contain a copy of the debtor(s)’ signatures. The trustee

may continue the meeting of creditors if the trustee does not receive the required hard copies. A certificate of service showing these documents have been provided to the trustee is not necessary except as otherwise required for service of the Chapter 13 plan under L.B.R. 3015-2 C., or for amended schedules under L.B.R. 1009-1 B.

E. Effect of Electronic Filing

1. **Entry on Docket.** Electronic transmission of a document to the System, confirmed by the Court's transmission of its Notice of Electronic Filing, constitutes filing of the document for all purposes of the Federal Rules of Bankruptcy Procedure and the Rules of this Court and constitutes entry of the document on the docket kept by the Clerk of Court under Fed. R. Bankr. P. 5003.
2. **Official Record.** The official record in a case is the electronic record of the document as stored by the Court. The filing party is bound by the document as filed electronically through the System or as scanned. A document filed electronically is deemed filed at the date and time stated on the Notice of Electronic Filing from the Court. A document filed conventionally in either paper format or on a floppy diskette/CD is deemed filed when stamped as received and filed by the Court.

F. System Failure

A registered participant whose electronic filing is made untimely as the result of a technical failure by the Court's System may seek appropriate relief by motion. A filer must attest by affidavit in support of such motion to having made reasonable attempts to file electronically.

G. Exhibits

1. **Most Exhibits Not to be Filed.** With limited exceptions, most exhibits are NOT to be filed with the Court when filing a motion, pleading, or claim either electronically or in conventional formats. Instead, an Exhibit Summary (Local Form 9, Appendix A-4) should be used in place of the exhibits. The Exhibit Summary Form should be part of, or attached to, the motion, pleading, or claim to which it relates. When filing electronically, the motion, pleading, or claim is the "associated" or "linked" document. If a separate Exhibit Summary is used, the Exhibit Summary is an "attachment" to the "associated" document. When filing either electronically or conventionally by floppy diskette or CD, the Exhibit Summary (and exhibits when permitted) MUST be filed in PDF format.
2. **Exhibits Permitted to be Filed.** Exhibits are permitted to be filed only as follows:
 - a. if the exhibit(s) is/are two pages or less in length;

- b. if the exhibit is an affidavit;
 - c. if the exhibit is filed in support of a motion for summary judgment; or
 - d. if the case is under Chapter 13, select pages are permitted as attachments to motions for relief provided the exhibits contain evidence of perfection.
- 3. **Trial Exhibits**. Exhibits for trial (on an adversary or contested matter) should NOT be filed with the Court. Exhibits should be listed on an Index of Exhibits (Local Form 20) and copies of the index and all exhibits should be delivered to Court in paper format three days prior to trial. (See Local Rules).
- 4. **Exhibits for Appeal**. Transcripts and items designated in the record on appeal should NOT be filed with the Bankruptcy Court. After a transcript has been requested, the transcription company will provide the Court with the transcript in PDF format and provide a hard copy to the requesting party.
- 5. **Service of Exhibits and Copies for Court**. On request, the filer must provide a copy of exhibits without charge to opposing counsel and must provide copies for the Court prior to hearing. Such copies are to be delivered to the Court; they are NOT to be filed with the Court.

H. Pro Hac Vice

A motion and proposed order for admission pro hac vice must be filed conventionally and must be accompanied by a check for the required admission fee payable to the Clerk, U. S. District Court. Upon admission, the attorney must promptly register to file electronically. Any attorney admitted to this Court pro hac vice is required to file electronically unless the Court grants permission to file conventionally.

I. Exceptions to Electronic Filing

- 1. **Documents under Seal/Protective Documents**. Documents may be filed under seal on motion to the Court. Registered participants shall file such motion electronically; however, the actual document(s) to be sealed shall not be filed unless the motion is granted. If the documents are required for the Court to rule on the motion, the documents should be submitted to the Court in an envelope for *in camera* review. If the motion is granted, the movant shall submit the documents to the Court in an envelope indicating they are being filed under seal and shall affix to the envelope a copy of the order authorizing the filing under seal.
- 2. **Emergency Matters**. Any party seeking to have a matter addressed on an emergency basis shall file the document or pleading conventionally or electronically as stated in Part II. A. "Manner of Filing," AND shall also transmit the document or pleading to the Court by facsimile directed to the courtroom

deputy for the judge assigned to the case or proceeding. Facsimile transmission alone does not constitute filing the document with the Court.

III. NOTICE AND SERVICE OF DOCUMENTS

A. Notice of Electronic Filing

When a document is filed electronically or conventionally in a case assigned to the System, the Court will automatically transmit a “Notice of Electronic Filing” by e-mail to all registered participants in the case. The Notice of Electronic Filing will indicate the time of filing, the name of the party and attorney/participant making the filing, the type of document filed, and the text of the docket entry. The Notice will also contain an electronic link (hyperlink) to the filed document, allowing the e-mail recipient to view, print, and download the document without fee. A list of those persons who will receive the document electronically through the System and a list of those to whom it will not be sent electronically is also provided on the Notice.

B. Consent to Electronic Service and Effect of Notice

Pursuant to Fed. R. Civ. P. 5(b)(2)(D), Fed. R. Bankr. P. 9022, and L.B.R. 5005-1, with the exception of service of process under Fed. R. Bankr. P. 7004, registration to file electronically constitutes the participant’s consent to receive notice and service by electronic means and is a written waiver of service by other means (e.g. first-class mail). For registered participants, notice through the Court’s ECF System constitutes service of the documents referenced in the Notice of Electronic Filing.

C. Conventional Service

When documents are filed conventionally, the filer must serve all documents via first-class mail or as otherwise permitted by the Federal Rules of Bankruptcy Procedure upon all persons entitled to notice or service.

D. Certificate of Service

The certificate of service should indicate on whom the document was served and the manner of service. If service is made through the ECF System, it is sufficient for the certificate of service to state that service was made by the ECF Notice of Electronic Filing and to show the names of those served without listing each participant’s e-mail address. When service is through the System on some parties and by mail or otherwise on others, the names and manner of service must be delineated.

E. Service of Summons

Nothing herein shall be construed to eliminate the necessity of serving a summons and complaint in accordance with the Federal Rules of Civil Procedure and Federal Rules of Bankruptcy Procedure 7004.

IV. SIGNATURES

A. Login Constitutes Signature

The user login and password required to submit documents to the System serve as the filing user's signature on all electronic documents filed with the Court. They also serve as a signature for the purposes of Fed. R. Bankr. P. 9011, for the Rules of this Court, and for any other purpose for which a signature is required in connection with proceedings before the Court.

B. Format

1. **Electronic Filing.** No signatures are required to appear on documents filed electronically. The Court does not require a /s/ or other indicia of signature for the attorney's, the debtor's, or other verified signature. The attorney's login and password serve as the attorney's signature. The filer must retain original documents bearing other signatures (e.g. debtor's etc.) as required in paragraph C. below.
2. **Conventional Filing.** Documents filed in paper format or on floppy diskette/CD must contain a copy of all signatures. Original signatures are no longer required.

C. Retention

All documents which must contain original signature(s) of the debtor(s) or other entity(ies), including those which are: signed under penalty of perjury; require verification under Fed. R. Bankr. P. 1008; or contain an unsworn declaration as provided in 28 U.S.C. § 1746; must be maintained by the filer of the document for a period of two (2) years after the closing of the case unless the Court orders a different period. On request of the Court or when the signature is at issue, the filer must provide original documents for review. The filing of a stipulation or other document requiring signatures of more than one party constitutes a representation by the filer that all parties whose signatures are represented on the document have, in fact, signed the document.

V. FEES

A. Credit/Debit Cards

Registered participants must use a Credit/Debit card to pay filing fees. Blank Credit/Debit Card Authorization Forms are available on the Court's website.

B. Delinquent Fees

When a fee is required with any pleading or document filed electronically, and the fee is not simultaneously paid with a Credit/Debit card because the Credit/Debit card is rejected,

the filer must deliver the required fee to the Court within two (2) business days of the filing or the Court will automatically dismiss the case or deny the subject pleading for failure to pay the required fee.

C. Installment Fee Applications

When permitted in individual cases, Installment Fee Applications may be filed electronically to address the filing fee required for new petitions.

VI. ORDERS

A. Time of Submission

Proposed orders must be submitted simultaneously with all motions or pleadings, except for matters submitted on “negative notice,” or as otherwise permitted by the Court.

B. Manner of Submission

1. **Conventional Filing.** Proposed orders for motions or pleadings filed conventionally should be submitted in paper format unless otherwise permitted by the Court. Only one proposed order is required. Envelopes or mailing labels are no longer necessary.
2. **Electronic Filing.** Proposed orders for motions or pleadings filed electronically shall be submitted by e-mail as set forth herein. Orders on motions that may be filed on “negative notice” shall be submitted to the Court after expiration of the last date for serving and filing objections to the underlying pleading.
 - a. **E-mail transmission.** Proposed orders shall be submitted to the Court by e-mail as an attached document in **WordPerfect** or **Word** format and shall be sent to the e-mail address that corresponds with the Judge assigned to the case referenced in the proposed order. The number of orders attached to an e-mail message is not limited. However, the combined size of the e-mail may not exceed 30 MB.

Send orders to:

Chief Judge Barta -	BartaOrders@moeb.uscourts.gov
Judge Schermer -	SchermerOrders@moeb.uscourts.gov
Judge Surratt-States -	StatesOrders@moeb.uscourts.gov
Judge McDonald -	McDonaldOrders@moeb.uscourts.gov

- b. **Naming Convention.** The proposed order must conform to the following naming convention: *case number with judge code, descriptive file name (e.g. party and type of pleading) and appropriate file-type extension (“.wpd” or “.doc”)*. Omit hyphens in case number. For example:

0254321172 Ford Motor Relief.wpd
0254321399 GECC Cash Collateral.doc

Judge Codes: Chief Judge Barta - 172
 Judge Schermer - 399
 Judge Surratt-States - 659
 Judge McDonald - 293

c. **Content of E-mail Message.**

- i. **Subject line.** The subject line of the e-mail message should indicate the name of the attorney or law firm submitting the order(s).
- ii. **Message.** The e-mail message must contain the following information in the body of the message for each order or series of orders attached:
 - 1) the name of the party on behalf of whom the order(s) is/are submitted; and
 - 2) the date and time of the hearing to which the order(s) relates/relate if the matter was set for hearing. If the matter did not require a hearing, the message should indicate “no hearing necessary.”

C. **Entry of Orders and Service**

1. **Entry.** All orders, decrees, and judgments of the Court will be docketed electronically by the Court in accordance with these procedures. Any order docketed by the Court and transmitted through the ECF System without the original signature of the judge has the same force and effect as if the judge had affixed the judge’s signature to a paper copy of the order.
2. **Service.** Upon the entry of an order, decree, or judgment, the System will electronically transmit to registered participants in the case, a Notice of Electronic Filing advising of entry of the order. For an interim period, the Court will also mail a hard copy of the order through the Bankruptcy Noticing Center (BNC) to those parties designated on the order’s service list.

VII. **APPEALS**

A. **Documents Required for Appeal**

1. **Electronic Filing.**
 - a. **Appeals to the Bankruptcy Appellate Panel.** The notice of appeal must be filed in PDF format. The order being appealed does not need to be

attached to the notice of appeal because the filer must “link” the notice to the order. No other filing is required with the Bankruptcy Court.

- b. **Appeals to the District Court.** The notice of appeal must be filed in PDF format. The order being appealed does not need to be attached to the notice of appeal because the filer must “link” the notice to the order. The District Court Civil Cover Sheet and Tracking Sheet, however, must be filed as PDF documents and must be attached to the Notice of Appeal. (These forms are available from the District Court’s website). The Designation of Record and Statement of Issues on Appeal must be filed in PDF format. The appellant and appellee are responsible for delivering hard copies of all documents, pleadings, exhibits, and transcripts referenced in the Designation of Record to the District Court when such documents are due. Such documents should NOT be filed in paper or electronic format with the Bankruptcy Court.

2. **Conventional Filing.** The procedures for electronic filing apply to appeals except that documents to be filed with the Bankruptcy Court may be filed in paper or floppy diskette/CD format.

VIII. PUBLIC ACCESS TO THE DOCKET SYSTEM

A. Internet Access with a Password

Any person with a valid PACER login and password may access the System at the Court’s Internet site: <http://www.moeb.uscourts.gov>. A PACER login and password can be secured by contacting the PACER Service Center at **1-800-676-6856** or online at <http://pacer.psc.uscourts.gov>.

B. “Free Look”

Registered participants will not be charged for a one-time “free-look” (i.e. initial retrieval, download, viewing or printing of a document) when the document is accessed directly from the e-mail Notice of Electronic Filing.

C. Public Access at the Court

The public will have electronic access to view bankruptcy records at no charge at the courthouse in St. Louis, Missouri during regular business hours. A fee will be charged for printed copies.

D. Conventional Copies and Certified/Exemplified Copies

Conventional copies and Certified/Exemplified copies of electronically filed documents may be purchased through the Clerk’s Office. Copies are also available through the Court’s Copy Service. The fee for copying, certification, and/or exemplification will be in accordance with the fees imposed by 28 U.S.C. §1930 or by the Court’s copy service when used.

**United States Bankruptcy Court
Eastern District of Missouri**

**ELECTRONIC CASE FILING (ECF) SYSTEM
PARTICIPANT REGISTRATION FORM
AND USER AGREEMENT**

This form is to be used to register for FULL FILING PRIVILEGES for filing documents via the ECF system in the United States Bankruptcy Court for the Eastern District of Missouri. Each attorney desiring to file pleadings or other papers electronically must complete and sign this Participant Registration Form and User Agreement. To register for an account on the Court's ECF system, please provide the information requested below:

Name (Last, First, Middle): _____

Last four digits of Social Security Number: _____

State Bar ID #: _____

State of Admission: _____

Eastern District of Missouri Bar #: _____

Firm Name: _____

Firm Address: _____

Phone Number: _____

E-Mail Address: _____

Send Notice to These Additional E-Mail Addresses: _____

Send Electronic Notice (only check one): _____ Each Filing _____ End of Day Summary

By submitting this registration form, participant agrees to the following:

1. Federal Rule of Bankruptcy Procedure 9011 requires that every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) filed with the Court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. The unique password issued to participant identifies that participant to the Court each time participant logs-on to the ECF system. The use of participant's password constitutes the signature of participant for purposes of Federal Rule Bankruptcy Procedure 9011 on any document or pleading filed electronically using participant's password. Therefore, participant must protect and secure the password issued by the Court.
2. Participant must select and activate a new password in the ECF system if an employee or associate of participant who has been authorized to use participant's login and password no longer serves in such a capacity. If participant has any reason to suspect the password has been compromised, it is participant's duty to change the password immediately.
3. Participant agrees to maintain a current and active e-mail address to receive notification from the ECF system. Participant also agrees to maintain a current postal address to receive notification from the Bankruptcy Noticing Center.
4. Participant agrees that originals of all electronically filed pleadings, affidavits, and other documents that contain original signatures and/or require verification under Federal Rule Bankruptcy Procedure 1008, or an unsworn declaration as provided in 28 U.S.C. Section 1746, must be maintained by the participant who filed the document for a period not less than two years after the case is closed. If the party who filed the document is not represented by counsel or is not yet a participant in the ECF system, it is the party's responsibility to maintain the document. The Court's two year retention requirement is not meant to supersede any requirements imposed by a local or state bar or the Rules of Professional Conduct that may require a longer period of retention.
5. Participant must complete a Credit/Debit Card Authorization Form. Participant hereby authorizes the U.S. Bankruptcy Court to make charges upon the Credit/Debit card for any applicable fees required in conjunction with filings participant makes with the Court. Participant understands that it is participant's responsibility to provide the Court with any changes to the Credit/Debit card information and failure to do so may result in temporary loss of participant's login to the ECF system.
6. Participant agrees that registration for the use of the ECF system constitutes: (1) written consent to receive notice electronically and waiver of the right to receive notice by first-class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Federal Rule of Bankruptcy Procedure 7005; (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Federal Rule of Bankruptcy Procedure 7005, except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment under Federal Rule of Bankruptcy Procedure 9022. Notice by electronic means is complete as contemplated by Federal Rule of Bankruptcy Procedure 9036.

7. Participant will file documents using the Court's ECF system. However, to simply view information on a specific case, participant must access the Court's records through the Public Access to Court Electronic Records (PACER) Service Center. Therefore, a PACER login is required in addition to the ECF system password issued by the Court. To register for PACER participant must complete the online form or submit a registration form which is available on the PACER website (<http://pacer.psc.uscourts.gov>).
8. By this registration, participant agrees to abide by all of the local rules and procedures of U.S. Bankruptcy Court of the Eastern District of Missouri concerning the use of the ECF system.

Applicant Name (please print)

Applicant Signature

Date

Please return to: ECF Training Team
 U.S. Bankruptcy Court
 Eastern District of Missouri
 111 S. 10th Street, 4th Floor
 St. Louis, MO 63102

**United States Bankruptcy Court
Eastern District of Missouri**

**ELECTRONIC CASE FILING (ECF) SYSTEM
LIMITED PARTICIPANT REGISTRATION FORM
AND USER AGREEMENT**

This form is to be used to register for LIMITED FILING PRIVILEGES for filing documents via the ECF system in the United States Bankruptcy Court for the Eastern District of Missouri. Each participant desiring access to limited electronic filing privileges must complete and sign this Limited Participant Registration Form and User Agreement. To register for an account on the Court's ECF system, please provide the information requested below:

Name (Last, First, Middle): _____

Last four digits of Social Security Number: _____

Agency/Company: _____

Mailing Address: _____

Phone Number: _____

E-Mail Address: _____

By submitting this registration form, participant agrees to the following:

1. The ECF system is used to file and view electronic documents, docket sheets, and notices.
2. Pursuant to Federal Rule of Bankruptcy Procedure 9011, every pleading, motion, and other paper (except lists, schedules, statement or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. The unique password issued to participant identifies that participant to the Court each time participant logs-on to the ECF system. The use of participant's password constitutes the signature of participant for purposes of Federal Rule Bankruptcy Procedure 9011 on any document or pleading filed electronically using participant's password. Therefore, participant must protect and secure the password issued by the Court.
3. Participant must select and activate a new password in the ECF system if an employee or associate of participant who has been authorized to use participant's login and password no longer serves in such a capacity. If participant has any reason to suspect the password has been compromised, it is participant's duty to change the password immediately.

4. Participant's registration will constitute a waiver in law of conventional service of documents. Participant consents to the electronic service of pleadings and other papers. Participant agrees to maintain a current and active e-mail address to receive notification from the ECF System. Participant also agrees to maintain a current postal address to receive notification from the Bankruptcy Noticing Center.
5. As a participant with limited filing privileges, participant will only have access to perform the following transactions:
 - a. Proof of Claim
 - b. Notice of Appearance (attorneys)
 - c. Creditor's Request for Service/Notice
 - d. Notice of Transfer of Claim
 - e. Reaffirmation Agreements
6. Participant will file documents by using the Court's ECF system. However, to simply view information on a specific case participant must access the Court's records through the Public Access to Court Electronic Records (PACER) Service Center. Therefore, a PACER login is required in addition to the ECF password issued by the Court. To register for PACER participant must complete the online form or submit a registration form which is available on the PACER website (<http://pacer.psc.uscourts.gov>).
7. Participant agrees to abide by all of the local rules and procedures of U.S. Bankruptcy Court of the Eastern District of Missouri concerning the use of the ECF system.

Applicant Name (please print)

Applicant Signature

Date

Please return to: ECF Training Team
U.S. Bankruptcy Court
Eastern District of Missouri
111 S. 10th Street, 4th Floor
St. Louis, MO 63102

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MISSOURI**

INSTRUCTIONS FOR CM/ECF MATRIX

**Dana C. McWay
Clerk Of Court**

Dated: May 1, 2003

POLICY STATEMENT FOR CREDITOR MATRIX

Preparing and filing the creditor matrix shall conform to the established Matrix Instructions provided by the Court. The matrix may not be accepted as filed if the matrix is not in proper format.

INSTRUCTIONS FOR FILING CREDITOR MATRIX FOR CM/ECF

In order to ensure your matrix is in proper format for use with the CM/ECF System, your matrix must be prepared following these guidelines. Your cooperation is essential. Unless the matrix is filed by uploading it electronically through ECF, you must file a printed matrix following this format and simultaneously submit the matrix electronically on a diskette or compact disk (CD).

1. Names and addresses should be typed in a single column, left-justified with a one-inch margin, rather than in three columns (see example attached). The document must have no less than 1 inch margins at the top, bottom and sides of the page.
2. Word processing software may be used to create the file. The text MUST be created in Courier 10 pitch. The file MUST be saved as ASCII DOS text. The file MUST be named creditor.txt.
3. Each name/address must consist of no more than five (5) total lines, with at least one blank line between each of the name/address blocks. If the address has only two lines, DO NOT leave a blank line between the first and second line. A blank line indicates two separate addresses.

Example: Steve Smith, Jr.
 1114 Market St.
 Suite 704
 St. Louis, MO 63101

4. City, State and Zip code MUST be on the last line. Nine digit zip codes should be typed with a hyphen separating the two groups of digits.
5. Each line must be 40 characters or less in length.
6. Official U.S. Postal Service state abbreviations are required.
7. Only one space is required between city, state and zip code.
8. DO NOT include the following parties. (They were formerly required on creditor matrices). These names will be retrieved automatically and added to the matrix. In chapter 13 cases, the Missouri Department of Revenue MUST be included on the Matrix.
 - a. Debtor
 - b. Joint Debtor
 - c. Attorney for Debtor(s)
 - d. Office of the U.S. Trustee
 - e. Case Trustee
9. When filing in paper format, you must also submit the matrix as a text file on diskette or compact disk (CD). The diskette should be 3.5" DOS formatted to 1.44M or 720K. The CD must be IBM compatible.
10. Only ONE creditor matrix may be put on a single diskette or CD.
11. Each diskette must be identified with the debtor's name on a label.
12. Diskettes and CDs will be discarded after the data has been uploaded into the automated system.
13. You MUST file a "Verification of Creditor Matrix" in accordance with Local Rules.

INSTRUCTIONS FOR AMENDED MATRIX

1. An amended matrix MUST be submitted in single-column format as described above.
2. List ONLY those creditors to be added or those with an address change. DO NOT submit a complete new matrix with previously submitted creditors. The amended matrix MUST be attached to a Memorandum as required by Local Rule 1009-1 and MUST include a Verification of Creditor Matrix.
3. When filed conventionally, the amended matrix MUST be filed in paper format and MUST be submitted on diskette or CD in PDF format.
4. When filed electronically, the amended matrix MUST be filed as a PDF document. (NOTE: the original matrix is uploaded as a ASCII DOS text file. The amended matrix must be a PDF document).

AVOID

1. Unreadable type faces such as proportionally-spaced fonts, or exotic fonts (such as Olde English or script). Use only Courier 10-point font.
2. Incorrect computer settings which will cause unreadable lists. Make certain your computer is set correctly.
3. Typing anything other than the names and addresses in proper column format on any page of the matrix. Do not include lines, debtor name, page numbers, or anything else on the matrix.
4. Using all upper case letters (ALL CAPS). Use upper and lower case letters.
5. Listing account numbers or attention lines on the last line of the address; put this information on the second line of the address.

Example Creditors List: Courier 10 Pitch
(the preferred type to be used in typing matrices for CM/ECF.)

Household Finance
P.O. Box 1234
Springfield, IL 60189

St. Peter's Hospital
789 Hospital Road
St. Louis, MO 63048

Jonathan R. Smith
1111 Market St.
Suite 121
St. Louis, MO 63101

John Doe
10345 Collier Ave.

St. Louis, MO 63103

Al's Auto Sales
8904 Grand Ave.
St. Louis, MO 64209

Famous Barr
c/o John Smith
121 Blue Bird Lane
St. Louis, MO 63101

David Jones and Company
Acct. 123456789
234 Sunny Drive
St. Louis, MO 63401

